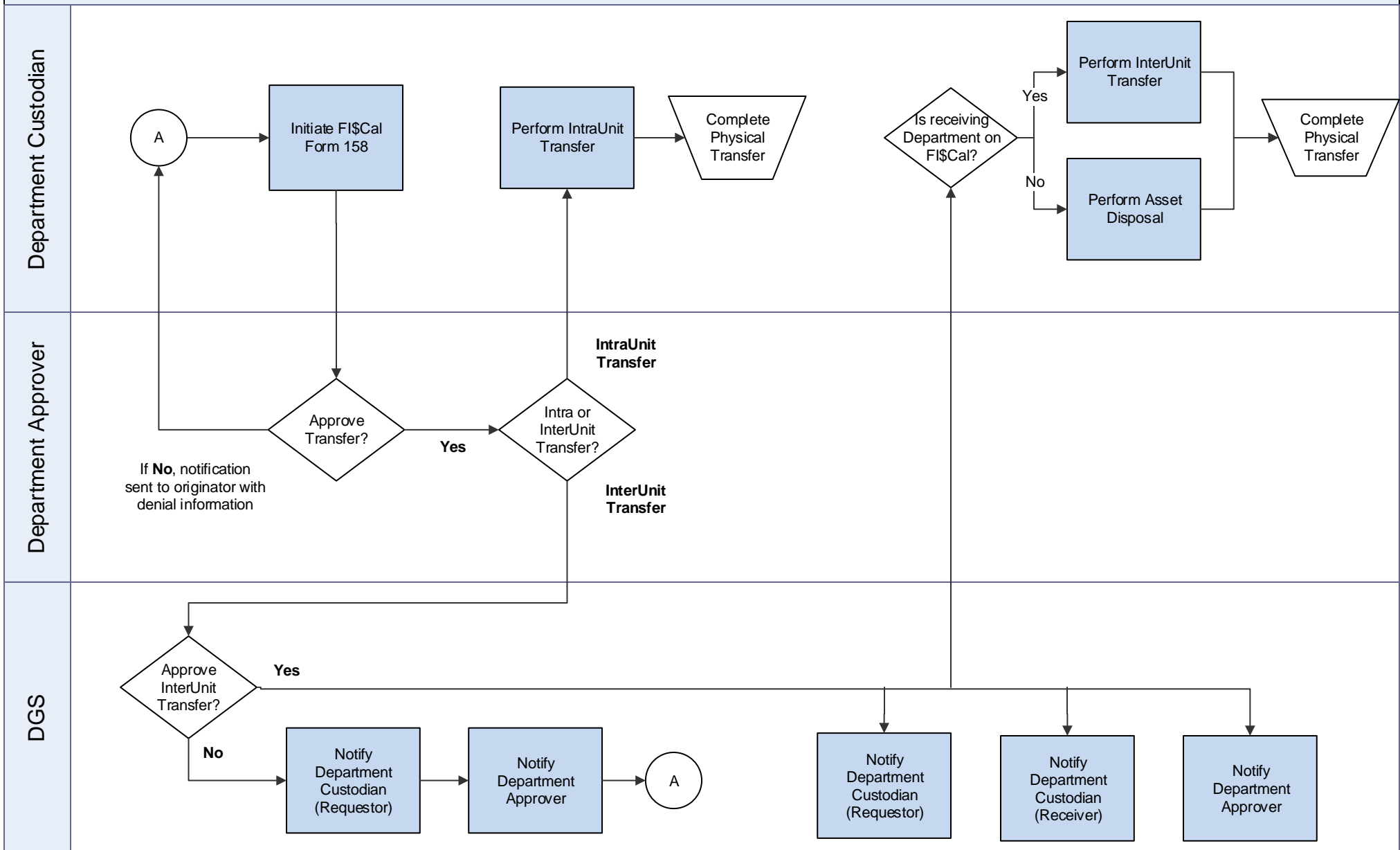# Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines:

Template Key

Start/End - Indicates point at which the process begins or ends. Does not represent any activity.

Decision - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.

System Task - Represents an individual step or activity in FI$Cal.

Manual Task - Represents an individual step or activity in the process that is made out of FI$Cal.

Input Documents – A paper document (or email) that is used for entering data in the process. For electronic data should be use the Interface shape.

Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

Interface – Data conversion from one electronic system to another.

Batch Process - Represents a batch process within FI$Cal. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.

Flow Arrow

Intra Integration Process - A input or Output to some other process within the same capability

Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).

Role

Swim lanes used to indicate which user role has primary responsibility for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.

Intra/InterUnit Transfers

Department Custodian

A → Initiate FI$Cal Form 158 → Perform IntraUnit Transfer → Complete Physical Transfer

Is receiving Department on FI$Cal?
- Yes → Perform InterUnit Transfer → Complete Physical Transfer
- No → Perform Asset Disposal → Complete Physical Transfer

Department Approver

Approve Transfer?
- If **No**, notification sent to originator with denial information
- **Yes** → Intra or InterUnit Transfer?

Intra or InterUnit Transfer?
- **IntraUnit Transfer** → Perform IntraUnit Transfer
- **InterUnit Transfer** → (to DGS)

DGS

Approve InterUnit Transfer?
- **Yes** → (to Notify Department Custodian (Requestor), Notify Department Custodian (Receiver), Notify Department Approver)
- **No** → Notify Department Custodian (Requestor) → Notify Department Approver → A

Notify Department Custodian (Requestor)

Notify Department Custodian (Receiver)

Notify Department Approver

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Retire Assets

Department Custodian

B → Initiate FI$Cal Form 152

Execute Asset Disposal

Vehicle/Mobile Equipment? → Complete Physical Transfer → Execute Asset Disposal w/ Proceeds

Surplus → Execute Asset Disposal → Complete Physical Transfer

Yes

Department Approver

Approve Disposal? — **Yes** → Asset Lost, Stolen or Destroyed?

If **No**, Notification sent to Originator with denial information

No

DGS

Approve Disposal? — **Yes**

No → Notify Department Custodian → Notify Department Approver → **B**

Notify Department Custodian

Notify Department Approver

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